

# DOCUMENT RESUME

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**AUTHOR** Fenenbock, Michael C.  
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## ABSTRACT

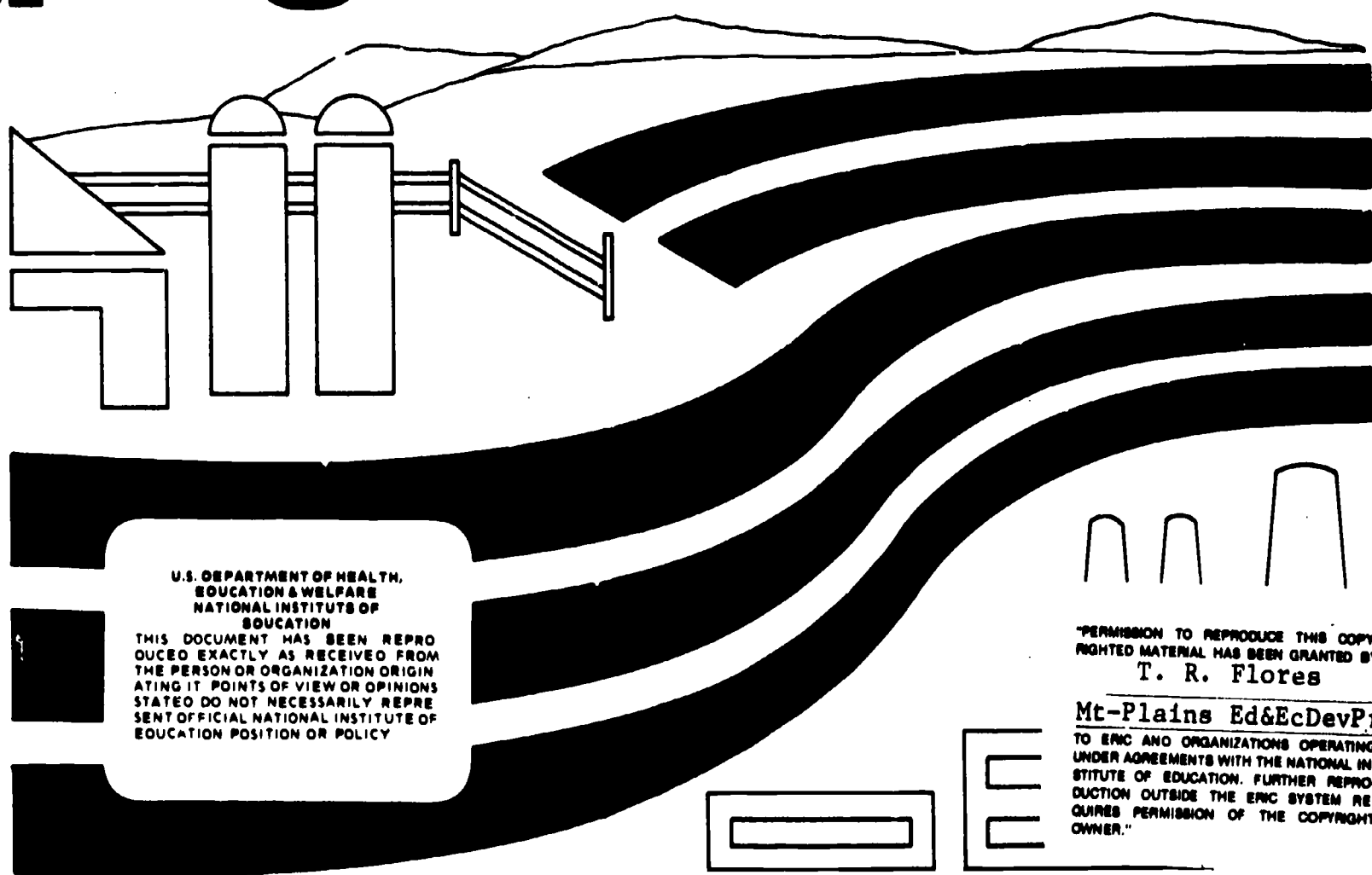
The promotional pamphlet explains the Mountain-Plains career education program which is designed to improve the economic, social, and personal status of rural individuals and families in a six-State area. The program is engaged in developing a career education model for duplication which includes: motivation to continue education; guidance about education and future employment; personal, marital, occupational, and child counseling; basic education; and occupational preparation. The functions of the support services and educational services divisions are briefly outlined. Since the program is residential the pamphlet also explains the students' areas of responsibility to the program necessary for successful completion and briefly describes the facilities at Glasgow Air Force Base, Montana, where the program is located. (NH)

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# career education program for families



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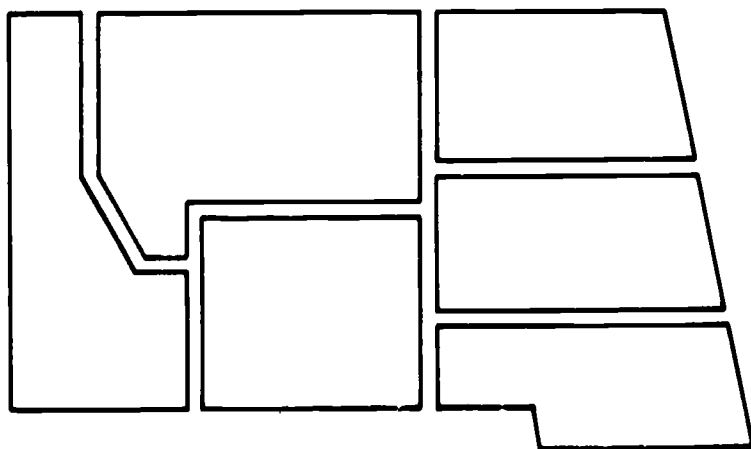
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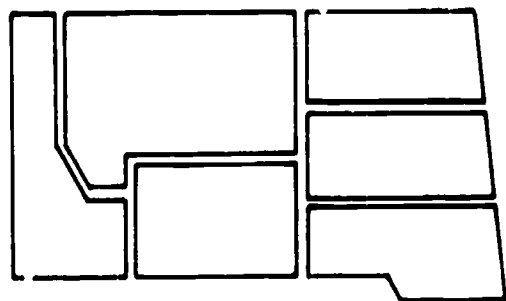
# mountain plains



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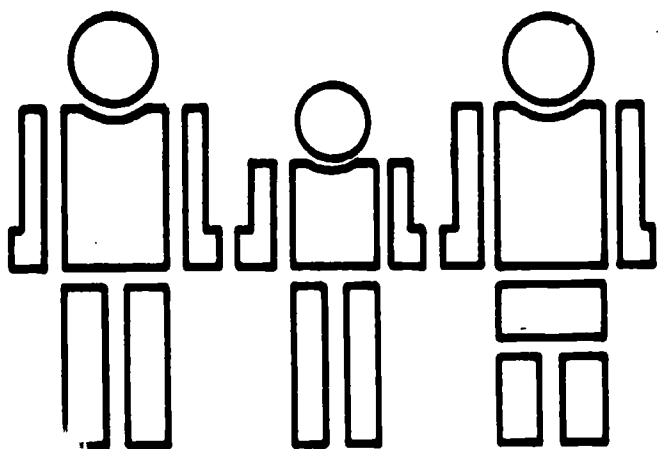
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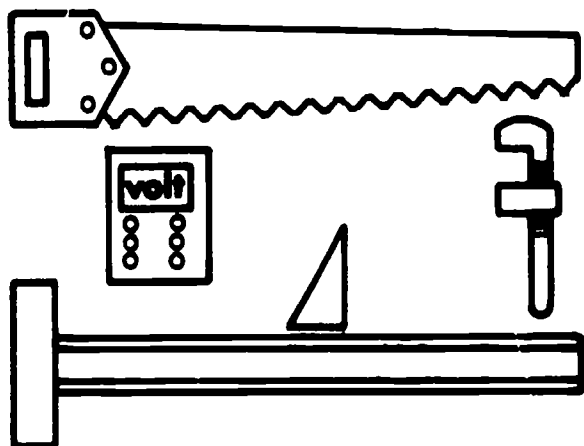
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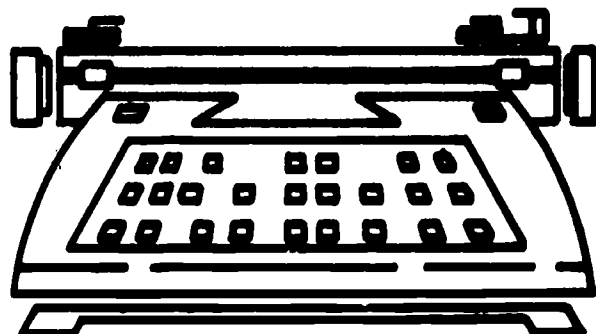
- motivation to continue your education
- guidance about your education and future employment
- personal, marital, and occupational counseling
- basic education in math and English as a foundation for your career
- occupational preparation programs for actual work opportunities

**• a family program •**

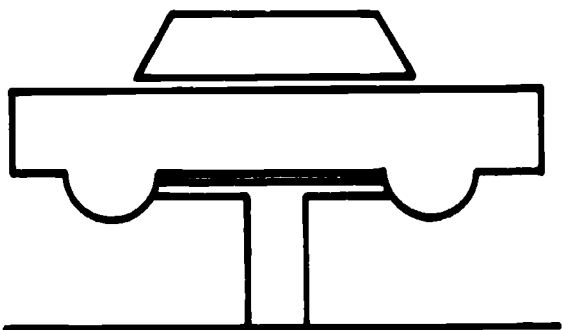
### **building trades**



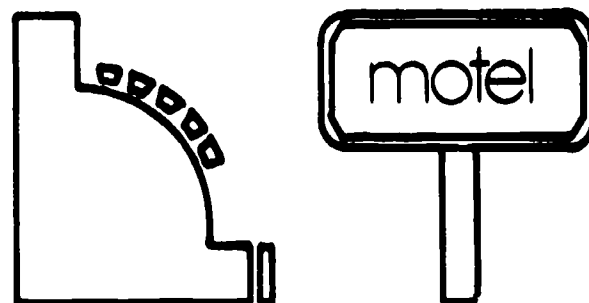
### **office education**



### **mobility & transportation**



### **marketing & tourism**



## WHAT IS MOUNTAIN-PLAINS?

Mountain-Plains Education & Economic Development Program, Inc., is a career education program for rural families such as yours. Mountain-Plains is providing the opportunity to improve the economic, social and personal status of both individuals and families in the six states of Idaho, Montana, Nebraska, North Dakota, South Dakota and Wyoming. It is not just another school where you can learn job skills. It is a program where you can learn personal effectiveness and family home life skills. It is also a research program which is developing a model in career education which may be duplicated, in whole or in part, by other educational programs throughout the United States. Whatever the potential for duplication, Mountain-Plains is now giving rural families in this region new opportunities.

Some of the things Mountain-Plains provides includes:

*motivation to continue your education*

*guidance about the right type of education for you and your future employment*

*personal, marital, occupational and child counseling to improve your family relationships*

*basic education, such as math and English as a foundation for career preparation and skill development*

*occupational preparation programs that tie in with actual work opportunities in the six-state area*

These programs are provided through two divisions of Mountain-Plains, the Support Services Division and the Education Services Division.

## SUPPORT SERVICES DIVISION

Programs in the Support Services Division include: Counseling, Community Development and Recreation, Career Guidance and Child Development. These programs are designed to help families improve their personal skills and increase their ability to benefit from opportunities available to them in their home communities. Staff members in the Support Services Division begin working with you and your family as soon as you enter the program. They help you to identify your needs and to develop new skills and knowledge to meet those needs.

The Counseling staff works with each family during its entire stay in the program. They assist in personal decision-making, adjustment to the program, self-understanding, understanding of others and preparation for job and community placement.

Community Development and Recreation activities are provided to encourage and to show families how to constructively use leisure time. A variety of recreational and group activities are available for all members of the family. Recreation headquarters is located in the former Officer's Club at the Base. It is called the Family Center and serves as a base for all recreation activities for the entire family.

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Child Development provides child care for all pre-school children six weeks of age and older to allow both parents to participate in the required portion of the program (Orientation, Family Core Curriculum and Counseling for 2 hours per week). Spouses who elect to participate in Occupational Preparation will be provided with child care for children of nursery and kindergarten ages, but will have to provide their own care for infant age children (six weeks to two years). Children are involved in the Child Development program from 8:45 a.m. to 4:15 p.m. daily, Monday through Friday, while their mothers are participating in the program. Child Development, in addition to providing an educational and nutritional program for the children, also provides an educational program for parents termed Parent Involvement.

Career Guidance is a combination of two units: Career Development and Work Experience. You will probably be involved in some phase of Career Guidance during your entire stay at Mountain-Plains. Its primary concern is to help you learn more about the "world of work" including what jobs you are best suited for and the importance of good work attitudes. As a part of Career Guidance, you will be involved in nationally-used aptitude tests and interest inventories. The activities will assist you in finding out what skills you have, what your occupational interests are and what your abilities are. You will become aware of a large number of occupations, explore several and select an occupational area to study while at Mountain-Plains.

The Work Experience program uses cooperating employers in Glasgow and Glasgow Air Force Base to validate in real job situations the skills you acquire in the instructional areas. Validation placements are made upon the recommendation of the instructors when they feel you are ready to test your skills on the job.

### **EDUCATION SERVICES**

The Education Services Division is composed of two departments: Foundation Education and Occupational Preparation. Each department offers several programs.

#### *Foundation Education*

The Foundation Education Department includes courses in English (communication) and math (computation) skills designed to raise your ability in these areas to a level where you can function successfully in your chosen career field. You will begin work in communication and math skills by taking nationally standardized tests. These tests determine your placement at a level that reflects both past learning and current needs. There are a number of skill objectives in both math and communications that must be completed in a certain order for each career area. You will not work on skills you already know. The amount of time you spend on math and communication skills depends on your present abilities in these areas and your educational requirements for career preparation.

An additional program provided by the Foundation Education Department is the GED program. GED is the General Education Development preparation and testing program which is recognized by the State Departments of Education and many employers as the equivalent of a high school diploma.

Foundation Education also includes the Home Skills Education program. Program areas include budgeting, home care, foods and meal planning, consumer education, personal grooming, insurance, legal rights and responsibilities, and principles of credit.

The Health Education program, which teaches preventive health practices, is also a part of the Foundation Education Department. This program includes classroom instruction, home health education, and referrals from the various clinic facilities for specific health problems.

### *Occupational Preparation*

Occupational Preparation is available in four instructional areas. The four Occupational Preparation areas offered are Building Trades and Services, Mobility and Transportation, Office Education and Marketing and Tourism.

Building Trades and Services provides instruction for occupations involving construction, maintenance and service of structures and equipment associated with structures. The occupational preparation areas within Building Trades and Services include carpentry, drafting, plumbing, electric motor repair, electrical wiring, appliance servicing and T.V. and radio servicing.

Courses in Mobility and Transportation include light duty mechanic, mechanics helper, lubeman, small engine mechanic, general mechanic, front-end mechanic, brake mechanic, tuneup mechanic, auto air conditioning, and transmission mechanic.

Office Education includes instruction for those desiring to be a clerk, clerk/typist, clerk/stenographer, accounting clerk, cashier 1, bookkeeper, or keypunch operator.

Marketing and Tourism offers instruction in Lodging and Food Services for housekeeper, front desk clerk, night auditor, kitchen supervisor, cook, and baker. Instruction in Marketing and Distribution is divided into clusters: Distributive, General Sales and Specialist. Within these three clusters are the occupational preparation areas of shipping and receiving clerk, stock clerk, checker/cashier, general salesperson, professional salesperson, and mid-management.

By combining instruction in these various areas, several other areas of preparation become available.

## YOUR PARTICIPATION IN THE PROGRAM

All heads of household and spouses spend their first week on Center in Orientation. After Orientation you both will be required to spend approximately four weeks in the Family Core Curriculum for an average of 30 hours per week. Upon validation in the Family Core Curriculum, spouses will be required to participate only in the Counseling program for two hours per week. Spouses may enter an occupational preparation area at that time if they wish. Occupational Preparation is required for the head of household. Child care will be provided for pre-school children six weeks of age and older to allow spouses to participate in the required portion of the program. This includes the two hours per week of extended Counseling.

Upon completion of the Family Core Curriculum, each head of household and spouse electing further participation is assisted in constructing an individual plan, arranged through the Data Center and based upon his or her present skills, needs, and career choice. Every plan requires a minimum of 35 hours per week of participation.



Time cards are issued each week for both heads of household and spouses during their enrollment. These time cards will be signed for each instructional period by an instructor or other authorized person and are used as the basis for pay and for monitoring attendance. Unexcused absences over eight (8) hours are referred to Counseling. Unexcused absences over sixteen (16) hours are cause for referral to the Communications Meeting for a mandatory Team Conference. Unexcused absences over twenty-four (24) hours are cause for Review Board action which may result in dismissal from the program.

*Paid Leave*

Upon enrollment at the Center, each adult student will receive a bank of 3 days unearned leave with pay. Each adult student will then accumulate paid leave days at the rate of one day for each full month of participation to begin after the first three months. Each illness must be reported to the Data Center prior to missing classes or paid leave will be denied. Each family will be entitled to receive 100% pay for any unused paid leave upon exit from the program.

You are encouraged to obtain any needed medical care prior to enrollment to enable you to fully participate in the program. Eye examinations, glasses, any dental work and immunizations should also be done. If you have medical coverage through Medicaid, ADC, or Vocational Rehabilitation, you should try to get the needed care for existing health problems through these sources before you enter the program. Mountain-Plains does provide limited medical insurance coverage and services while you are enrolled in the program.

*Pay*

Each family receives \$85 per week based on attendance of the head of household and the spouse. Absences in excess of paid leave earned result in a deduction in pay. Time cards are turned in every Friday at the pay line and new time cards are issued at that time. Time cards must be turned in before a student is paid.

*Requirements for Successful Completion of the Program*

There are two categories for completing families.

- A. Completing Families - two occupational preparations. To qualify for this category, both husband and wife must validate Occupational Preparation as well as Work Experience, Consumer Education, Parent Involvement, Home Management, Health Education, Career Guidance, Counseling, Math Skills and Communication Skills.
- B. Completing Family - one occupational preparation. To qualify for this category, the head of household must validate Occupational Preparation, as well as the other requirements listed in A. The spouse is required to validate Consumer Education, Parent Involvement, Home Management, Health Education, Career Guidance, and Counseling.

Families in either category, A or B, will receive a Family Completion Certificate and other benefits. Completing families in category A will receive \$500 incentive pay upon completion. Completing families in category B will receive \$400 incentive pay upon



completion. Completing families in category A will receive interview expenses for one trip for the head of household. In addition, the completing spouse, if accompanying the head of household for purposes of her own interview, will receive per diem. Completing families in category B will receive interview expenses for the head of household only. Completing families in both categories, A and B above, will be provided full dislocation costs according to present procedures.

When you have successfully completed your program, Mountain-Plains will assist you in finding employment and placing you in a community. Every effort will be made to find the best possible job suited to your career preparation activities.

*Resignation, Desertion, or Administrative Dismissal from the Program*

Families who resign, desert, or are administratively dismissed from the program will not receive incentive pay or interview costs. If they give ten-day notice, Mountain-Plains will pay actual truck or trailer rental expense to a distance comparable to the point of origin, but not outside the six-state region and not exceeding \$150 maximum.

Administrative dismissal from the program may occur for excessive absence, failure to progress, or conduct detrimental to the student, the community, the staff, or other students.

**GLASGOW AIR FORCE BASE**

The Mountain-Plains Program is located at Glasgow Air Force Base, which is located about 20 miles north of Glasgow in northeastern Montana. The town has a population of approximately 6,000 while the Base has a population of 3,000. Both the Base and the town of Glasgow are located in Valley County.

This area is part of the Central Plains and is located near the Missouri River, the Milk River, and the Fort Peck Reservoir. The Base is about 40 miles south of the Canadian border and 145 miles from the North Dakota state line.

The climate has four distinct seasons with extreme conditions present in both winter and summer. Temperatures above 100 degrees in late summer are common, and there are sometimes temperatures of 40 degrees below zero and cold winds in the winter.

Mountain-Plains is one of several organizations using the facilities at Glasgow Air Force Base. In addition to the Air Force, the Base also includes a U.S. Army Safeguard contractor, a Montana Work Incentive Program, a Community Child Development Center, and the company which has the maintenance contract for the Base.

School-age children from the first grade through the sixth grade attend elementary school at the Base. A school bus provides transportation from the housing areas to the school. Junior high and senior high school students attend school in Glasgow and are bused to and from town each day.

Recreational facilities at the Base include a gymnasium, bowling alley, teen center, carpenter hobby shop, auto hobby shop, arts and crafts center, a theatre, and a Base exchange cafeteria.

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There is also a U.S. Post Office, grocery store, beauty shop, barber shop, library, gas station, and a chapel providing non-denominational Protestant and Catholic services at the Base. There is a limited system of bus transportation on the Base and from the Base to the Glasgow area.

### *Housing*

Students in the Mountain-Plains Program reside in an area known as MCP (Military Construction Plan) housing. These two and three bedroom ranch style duplex houses each have an attached garage and are furnished to meet minimum needs of each family. This includes single beds, dressers, couch and chair, floor lamps, dining table and chairs, electric stove, refrigerator, washer and dryer. Double beds, end tables and coffee tables are not available. You must provide your own bedding, linens, kitchen appliances, dishes and utensils, and any other desired furniture. Rent is \$40 a month, including utilities. Telephone service is available at your expense. Television sets are not provided by Mountain-Plains and cable television service, which costs \$9 for installation and \$7 a month, is necessary at the Base for T.V. owners.

### *Relocation from Your Home to the Mountain-Plains Program*

Mountain-Plains pays your moving expense from your home to Glasgow Air Force Base. Details are arranged through your State Coordinator. If you bring your car, state law requires that you have minimum Montana liability insurance (\$5,000 property damage, \$10,000 personal liability per person, and \$20,000 personal liability per accident). It is not necessary to buy Montana license plates or to get a Montana drivers license if you have valid plates and a license from your home state. However, you must register your car on the Base.

Pets are allowed on the Base; however, they must be fenced or leashed at all times. Animals found running loose will be picked up by the Base Law Enforcement. All families owning pets are encouraged to obtain current rabies and distemper vaccinations prior to leaving for the Center.

If you arrive in Glasgow by bus, airplane or train, there will be someone to meet you. If you drive, contact the Community Instructors' Office upon your arrival. Community Instructor numbers are: 524-3063 and 524-3155. Families arriving after 5:00 p.m. or on weekends should contact the Base Law Enforcement Office, 524-3888.

Mountain-Plains offers you an opportunity to improve your personal and family skills and to increase your employability. We invite you to contact the State Coordinator in your State to submit your application.

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## **MOUNTAIN-PLAINS INSTRUCTION**

### **FOUNDATION EDUCATION:**

**MATH SKILLS  
COMMUNICATION SKILLS  
HOME SKILLS EDUCATION  
HEALTH EDUCATION  
CHILD DEVELOPMENT**

### **OCCUPATIONAL PREPARATION:**

**MOBILITY AND TRANSPORTATION  
OFFICE EDUCATION  
BUILDING TRADES AND SERVICES  
MARKETING AND TOURISM**

### **FIELD AND SUPPORT SERVICES:**

**STATE OFFICES  
COUNSELING  
CAREER GUIDANCE  
PLACEMENT OFFICE  
COMMUNITY RECREATION  
COMMUNITY DEVELOPMENT**

## **STATE COORDINATORS**

**ROBERT HAAKENSON  
ROOM 316, IDAHO BUILDING  
216 NORTH 8TH STREET  
BOISE, IDAHO 83702  
(208) 345-9948**

**PAT WILLIAMS  
600 COOKE STREET  
HELENA, MONTANA 59601  
(406) 443-3090**

**PAUL MOSS  
900 ANDERSON BUILDING  
LINCOLN, NEBRASKA 68508  
(402) 475-7641**

**JOE MONROE  
1025 NORTH 3RD STREET  
P.O. BOX 1297  
BISMARCK, NORTH DAKOTA 58501  
(701) 258-3322**

**PETER GROSSMAN  
113 SOUTH PIERRE STREET  
P.O. BOX 1258  
PIERRE, SOUTH DAKOTA 57501  
(605) 224-8652**

**VERN HAWK  
1603 CENTRAL AVENUE  
P. O. Box 1165  
CHEYENNE, WYOMING 82001  
(307) 634-8838**

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